

POLICY

Transportation arrangements are the responsibility of the juvenile justice specialist (JJS) unless the ward is placed with a private child placing agency or child caring institution. The JJS is not to use any kind of physical or mechanical restraint with the ward.

PURPOSE

The transportation of youth for events related to case management (for example, placement interviews, transportation to treatment, etc.).

AUTHORITY

The Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a(1) (i).

PROCEDURE

The following procedures must be followed in transporting a ward within the state.

Outstate

- If the JJS is unable to transport, volunteer resources should be used. However, if it is not possible for either JJS or a volunteer to transport a ward, a transporter can be hired to transport a ward to placement. An attendant can be hired if deemed necessary.
- State cars must be used whenever possible to transport juvenile justice wards.
- Supervisory approval must be granted to utilize the assistance of an attendant.
- An attendant must be present if there are any concerns or allegations of sexual misconduct or sexual advances. It is preferred that the JJS or attendant be of the same sex as the ward.

**Physical and
Mechanical
Restraint Usage**

If any kind of restraint is considered necessary, the JJS must discuss the situation with his/her supervisor and consider the following alternatives:

- Hire an attendant to accompany the JJS on the trip.
- Hire a competent transporter and attendant, such as a contracted, skilled and trained service, to transport the ward. (The JJS must advise the transporter of the possible need for restraints.)
- Contact residential/institutional staff to request assistance with the transportation.
- Contact local law enforcement personnel (preferably the Sheriff's office) to request assistance transporting the ward.

Note: An exception to this policy may be made by the local office director. This exception must be in writing with a copy sent to the Juvenile Justice Programs for monitoring and evaluation purposes.

Prior to implementing local procedures regarding use of restraints, the following must be completed:

- Local procedures and ongoing training program on the use of restraints must be approved by the juvenile justice program director.
- A list of the names of the local office employees who completed the training must be sent to the juvenile justice program office director.

**AWOL Attempts
During Transport**

If a ward attempts to leave the car or run away while enroute to or from a destination, the JJS must:

- Try to talk the ward out of running away. Do not attempt to chase a ward that has run away from the vehicle if pursuit would place the JJS, ward or community at risk of harm.

- Call or drive to the nearest police station to notify the police of the situation.
- Upon returning to the office, complete and process the DHS-3198-A, Unauthorized Leave Report to Court/Law Enforcement, or request a court apprehension order.

**Reimbursement for
Attendant or
Transporter**

Payments to non-state employee attendants or transporters may be made at the prevailing minimum wage plus reimbursement for travel expenses in accordance with Standardized Travel Regulations. Use DHS-1582, Payment Voucher, to submit a claim with the following information:

- Name of youth.
- Case number of youth.
- Type of program involved.
- Date of transport.
- Signature of attendant or transporter.
- Signature of local office director.

**Payment to
Detention
Transporters**

Non-state employee detention transporters and attendants pre-authorized by Juvenile Justice Programs or by a local office director to transport youth to or from a secure county operated detention center, or to and from a department-operated program, are reimbursed at the rate of 1.75 times minimum wage.

Requests for payment by pre-authorized RDSS transporters and attendants are submitted separately by attendants and transporters directly to Juvenile Justice Programs.

Requests for payment by other detention transporters and attendants authorized by a local office director, are submitted by the transporter only to the local office director on a DHS-1582CS, Children's Services Payment Authorization.

**Reimbursement for
Ward's Meals**

To provide a treatment milieu in which privacy is possible (for instance away from family members, foster parents, etc.), the JJS may wish to have an interview with a ward during lunch. A transporter may also need reimbursement for a ward's meal if meals or lodging were purchased during transport. Reimbursement for the ward's meal or lodging is available under Standardized Travel Regulations Section 7.8, Guest Meals. The DHS-1582TV, State Employee Travel Voucher, must include:

- Name of youth.
- Youth's case number.
- Reason for meal (for example, interview away from home, school, etc., for continuing treatment).
- Supervisor's signature to indicate approval.

**Reimbursement for
Ward's Family
Members Meals**

When the JJS transports family members of the ward to a placement housing the ward for scheduled reviews, interviews, and case staff meetings and those family members are unable to purchase meals, the JJS may do so and be reimbursed as described in the Reimbursements for Ward's Meals in this item.